RESOLUTION NO. 3999-25

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF WINDSOR RATIFYING THE LIST OF AUTHORIZED POSITIONS AND SALARY SCHEDULES, ESTABLISHING A NEW POSITION, ABOLISHING PREVIOUSLY ADOPTED SALARY SCHEDULES, AND AUTHORIZING THE TOWN MANAGER TO DRAFT AND IMPLEMENT NEW AND REVISED JOB DESCRIPTIONS, AS APPLICABLE

WHEREAS, on November 20, 2024, the Town Council last adopted a revised listing of authorized positions and salary schedule; and

WHEREAS, a review of the current program needs in the Parks & Recreation Department was recently conducted; and

WHEREAS, staff has proposed changes to accommodate Town staffing needs; and

WHEREAS, a list of authorized positions, a Non-Exempt Salary Schedule, and an Exempt Salary Schedule are attached hereto as Exhibits A, B and C, respectively, and are incorporated herein by reference.

NOW, THEREFORE BE IT RESOLVED that the Town Council of the Town of Windsor does hereby:

1. Ratify the listing of authorized positions as depicted in the attached Exhibit A.

2. Ratify the Non-Exempt Salary Schedule as depicted in the attached Exhibit B.

3. Ratify the Exempt Salary Schedule as depicted in the attached Exhibit C.

4. Abolish all previously adopted employee salary schedules upon this resolution's effective date.

5. Allow the change to be effective the start of the next full pay period, January 19, 2025.

PASSED, APPROVED AND ADOPTED this 15th day of January 2025, by the following vote:

AYES:	**COUNCILMEMBERS LEEP, SALMON, VICE MAYOR POTTER AND MAYOR REYNOZA**
NOES:	**NONE**
ABSTAIN:	**NONE**
ABSENT:	**COUNCILMEMBER WALL**

ROSA REYNOZA, MAYOR

ATTEST:

IRENE CAMACHO-WERBY, TOWN CLERK

Attachments:

1. Exhibit A – Position Authorization FY2024-25
2. Exhibit B – Non-Exempt Salary Schedule FY2024-25
3. Exhibit C – Exempt Salary Schedule FY2024-25

Exhibit A

Department/Classification	Number Authorized	Group	Monthly Salary Range
Town Manager's Office			
Town Manager	1	Contract	$ 18,000 - $ 22,500
Assistant Town Manager	1	Executive Management	$ 14,908 - $ 18,619
Economic Development Manager	1	Management Employees Group	$ 10,595 - $ 13,231
Town Clerk/Public Information Officer	1	Executive Management	$ 10,595 - $ 13,231
Government Operations Manager	1	Management Employees Group	$ 9,610 - $ 12,001
Senior Management Analyst	2	Management Employees Group	$ 8,716 - $ 10,886
Deputy Town Clerk	1	Professionals & Supervisory	$ 6,663 - $ 8,323
Senior Administrative Assistant	1	Teamsters Local No. 856	$ 5,756 - $ 7,188
Administrative Services			
Administrative Services Director	1	Executive Management	$ 12,878 - $ 16,083
Finance Manager	1	Management Employees Group	$ 9,152 - $ 11,430
Revenue Manager	1	Management Employees Group	$ 9,152 - $ 11,430
Accounting Manager	1	Management Employees Group	$ 9,152 - $ 11,430
Senior Management Analyst	1	Management Employees Group	$ 8,716 - $ 10,886
Accountant	2	Professionals & Supervisory	$ 7,171 - $ 8,955
Senior Accounting Technician	1	Teamsters Local No. 856	$ 6,663 - $ 8,323
Accounting Technician I/II	3	Teamsters Local No. 856	$ 5,756 - $ 7,188
		Teamsters Local No. 856	$ 6,194 - $ 7,737
Accounting Assistant	2	Teamsters Local No. 856	$ 5,220 - $ 6,519
Community Development			
Community Development Director	1	Executive Management	$ 13,192 - $ 16,475
Building Official	1	Management Employees Group	$ 9,845 - $ 12,295
Planning Manager	1	Management Employees Group	$ 9,845 - $ 12,295
Senior Building Inspector	1	Teamsters Local No. 856	$ 8,099 - $ 10,113
		Management Employees Group	$ 8,504 - $ 10,621
Planner I/II/III	4	Teamsters Local No. 856	$ 7,347 - $ 9,174
		Teamsters Local No. 856	$ 6,344 - $ 7,923
Permit Supervisor	1	Professionals & Supervisory	$ 7,171 - $ 8,955
Permit Technician I/II	1	Teamsters Local No. 856	$ 6,194 $ 7,737
		Teamsters Local No. 856	$ 5,756 $ 7,188
Senior Administrative Assistant	1	Teamsters Local No. 856	$ 5,756 - $ 7,188
Human Resources			
Human Resources Director	1	Executive Management	$ 12,878 - $ 16,083
Human Resources Manager	1	Confidential	$ 9,152 - $ 11,430
Human Resources Systems/Programs Analyst	1	Confidential	$ 7,529 - $ 9,404
Human Resource Specialist	2	Confidential	$ 5,900 - $ 7,367
Parks & Recreation			
Parks & Recreation Director	1	Executive Management	$ 13,192 - $ 16,475
Recreation Division Manager	1	Management Employees Group	$ 9,152 - $ 11,430
Parks & Facilities Superintendent	1	Management Employees Group	$ 8,716 - $ 10,886
Management Analyst	1	Management Employees Group	$ 7,907 - $ 9,874
Recreation Program Supervisor	3	Management Employees Group	$ 7,529 - $ 9,404
Parks Maintenance Supervisor	1	Professionals & Supervisory	$ 7,171 - $ 8,955
Senior Maintenance Worker	2	Teamsters Local No. 856	$ 5,900 - $ 7,367
Recreation Program Coordinator	4	Teamsters Local No. 856	$ 5,756 - $ 7,188
Senior Administrative Assistant	2	Teamsters Local No. 856	$ 5,756 - $ 7,188
Maintenance Worker I/II	10	Teamsters Local No. 856	$ 5,351 - $ 6,682
		Teamsters Local No. 856	$ 4,852 - $ 6,061

Public Works

Public Works Director	1	Executive Management	$ 13,852	$ 17,299
Deputy Director of Engineering	1	Management Employees Group	$ 11,396	$ 14,233
Deputy Director of Operations	1	Management Employees Group	$ 11,124	$ 13,894
Deputy Director of Water & Environmental Management	1	Management Employees Group	$ 10,595	$ 13,231
Senior Civil Engineer	3	Management Employees Group	$ 9,610	$ 12,001
Wastewater Treatment Superintendent	1	Management Employees Group	$ 9,376	$ 11,710
Associate Civil Engineer	1	Management Employees Group	$ 8,716	$ 10,886
Project Manager	1	Management Employees Group	$ 8,716	$ 10,886
Environmental Program Manager	3	Management Employees Group	$ 8,301	$ 10,368
Sustainability Coordinator	1	Management Employees Group	$ 8,301	$ 10,368
		Teamsters Local No. 856	$ 7,907	$ 9,873
Engineer I/II/III	3	Teamsters Local No. 856	$ 7,171	$ 8,955
		Teamsters Local No. 856	$ 6,504	$ 8,123
Collection and Reclamation Systems Supervisor	1	Professionals & Supervisory	$ 7,907	$ 9,873
Water Systems Supervisor	1	Professionals & Supervisory	$ 7,907	$ 9,873
Laboratory Supervisor	1	Professionals & Supervisory	$ 7,713	$ 9,635
Senior/Public Works Inspector	1	Teamsters Local No. 856	$ 7,713	$ 9,635
		Teamsters Local No. 856	$ 7,171	$ 8,955
Streets Maintenance Supervisor	1	Professionals & Supervisory	$ 7,171	$ 8,955
		Teamsters Local No. 856	$ 7,171	$ 8,955
Wastewater System Operator I/II/III	6	Teamsters Local No. 856	$ 6,504	$ 8,123
		Teamsters Local No. 856	$ 5,756	$ 7,188
Environmental Analyst I/II	1	Teamsters Local No. 856	$ 7,171	$ 8,955
		Teamsters Local No. 856	$ 6,344	$ 7,923
Senior Water System Operator	2	Teamsters Local No. 856	$ 6,504	$ 8,123
Laboratory Analyst I/II	1	Teamsters Local No. 856	$ 6,504	$ 8,123
		Teamsters Local No. 856	$ 5,756	$ 7,188
Utility Maintenance Mechanic	1	Teamsters Local No. 856	$ 6,504	$ 8,123
Public Works Analyst	1	Teamsters Local No. 856	$ 6,504	$ 8,123
Engineering Technician	2	Teamsters Local No. 856	$ 6,194	$ 7,737
Engineering Technician (Limited Term)	1	Teamsters Local No. 856	$ 6,194	$ 7,737
Senior Utility Maintenance Worker	2	Teamsters Local No. 856	$ 6,194	$ 7,737
Senior Maintenance Worker	1	Teamsters Local No. 856	$ 5,900	$ 7,367
Water Systems Operator I/II	5	Teamsters Local No. 856	$ 5,900	$ 7,367
		Teamsters Local No. 856	$ 5,351	$ 6,682
Utility Maintenance Worker I/II	5	Teamsters Local No. 856	$ 5,617	$ 7,018
		Teamsters Local No. 856	$ 5,094	$ 6,364
Maintenance Worker I/II	5	Teamsters Local No. 856	$ 5,351	$ 6,682
		Teamsters Local No. 856	$ 4,852	$ 6,061
Administrative Assistant	2	Teamsters Local No. 856	$ 5,220	$ 6,519

Total Full-Time 121

TOWN OF WINDSOR

Full Time Non-Exempt Salary Schedule Effective 1/19/25

CLASSIFICATIONS* (within salary range to the right)

	Range 9	
	Step	Hourly
Maintenance Worker I	1	28.00
	2	28.70
	3	29.42
	4	30.16
	5	30.90
	6	31.68
	7	32.48
	8	33.28
	9	34.11
	10	34.97

	Range 11	
	Step	Hourly
Utility Maintenance Worker I	1	29.39
	2	30.13
	3	30.89
	4	31.66
	5	32.45
	6	33.27
	7	34.10
	8	34.94
	9	35.83
	10	36.71

	Range 12	
	Step	Hourly
Administrative Assistant	1	30.11
Accounting Assistant	2	30.87
	3	31.65
	4	32.44
	5	33.24
	6	34.07
	7	34.93
	8	35.80
	9	36.70
	10	37.61

	Range 13	
	Step	Hourly
Maintenance Worker II	1	30.87
Water System Operator I	2	31.65
	3	32.44
	4	33.24
	5	34.07
	6	34.93
	7	35.80
	8	36.70
	9	37.61
	10	38.55

	Range 15	
	Step	Hourly
Utility Maintenance Worker II	1	32.41
	2	33.23
	3	34.06
	4	34.90
	5	35.79
	6	36.68
	7	37.60
	8	38.52
	9	39.49
	10	40.49

	Range 16	
	Step	Hourly
Recreation Program Coordinator	1	33.21
Senior Administrative Assistant	2	34.04
Wastewater System Operator I	3	34.89
Laboratory Analyst I	4	35.76
Accounting Technician I	5	36.66
Permit Technician I	6	37.57
	7	38.51
	8	39.47
	9	40.46
	10	41.47

	Range 17	
	Step	Hourly
Human Resources Specialist	1	34.04
Senior Maintenance Worker	2	34.89
Water System Operator II	3	35.76
	4	36.66
	5	37.57
	6	38.51
	7	39.47
	8	40.46
	9	41.47
	10	42.51

	Range 19	
	Step	Hourly
Engineering Technician	1	35.73
Senior Utility Maintenance Worker	2	36.63
Accounting Technician II	3	37.54
Permit Technician II	4	38.50
Engineering Technician (Limited Term)	5	39.45
	6	40.43
	7	41.44
	8	42.48
	9	43.55
	10	44.64

	Range 20	
	Step	Hourly
Planner I	1	36.60
Environmental Analyst I	2	37.53
	3	38.47
	4	39.42
	5	40.42
	6	41.42
	7	42.45
	8	43.52
	9	44.60
	10	45.72

	Range 21	
	Step	Hourly
Senior Water System Operator	1	37.53
Wastewater System Operator II	2	38.47
Engineer I	3	39.42
Laboratory Analyst II	4	40.42
Utility Maintenance Mechanic	5	41.42
Public Works Analyst	6	42.45
	7	43.52
	8	44.60
	9	45.72
	10	46.87

	Range 22	
	Step	Hourly
Senior Accounting Technician	1	38.44
Deputy Town Clerk	2	39.40
	3	40.39
	4	41.40
	5	42.44
	6	43.49
	7	44.58
	8	45.69
	9	46.84
	10	48.01

	Range 25	
	Step	Hourly
Public Works Inspector	1	41.37
Wastewater System Operator III	2	42.41
Streets Maintenance Supervisor	3	43.48
Engineer II	4	44.56
Environmental Analyst II	5	45.66
Accountant	6	46.81
Parks Maintenance Supervisor	7	47.97
Permit Supervisor	8	49.18
	9	50.41
	10	51.67

	Range 26	
	Step	Hourly
Planner II	1	42.38
	2	43.44
	3	44.53
	4	45.63
	5	46.78
	6	47.94
	7	49.15
	8	50.38
	9	51.64
	10	52.92

	Range 28	
	Step	Hourly
Senior Public Works Inspector	1	44.50
Laboratory Supervisor	2	45.62
	3	46.76
	4	47.92
	5	49.12
	6	50.35
	7	51.61
	8	52.90
	9	54.22
	10	55.58

	Range 29	
	Step	Hourly
Engineer III	1	45.62
Collection & Reclamation Systems Supervisor	2	46.76
Water Systems Supervisor	3	47.92
	4	49.12
	5	50.35
	6	51.61
	7	52.90
	8	54.22
	9	55.58
	10	56.96

	Range 30	
	Step	Hourly
Senior Building Inspector	1	46.73
	2	47.89
	3	49.09
	4	50.32
	5	51.58
	6	52.87
	7	54.18
	8	55.54
	9	56.94
	10	58.35

* Unfunded positions do not appear on the salary schedule.

TOWN OF WINDSOR

Full Time Exempt Salary Schedule Effective 1/19/25

CLASSIFICATIONS* (within salary range to the right)

	Range 27	
	Step	Monthly
Recreation Program Supervisor	1	7,529.22
Human Resources Systems/Programs Analyst	2	7,717.35
	3	7,911.01
	4	8,108.82
	5	8,310.77
	6	8,519.65
	7	8,732.68
	8	8,949.85
	9	9,173.94
	10	9,403.57

	Range 29	
	Step	Monthly
Management Analyst	1	7,906.86
	2	8,103.28
	3	8,306.63
	4	8,514.12
	5	8,727.14
	6	8,945.70
	7	9,168.41
	8	9,398.04
	9	9,633.20
	10	9,873.89

	Range 31	
	Step	Monthly
Environmental Program Manager	1	8,301.09
Sustainability Coordinator	2	8,508.58
	3	8,721.61
	4	8,940.17
	5	9,162.88
	6	9,392.50
	7	9,627.66
	8	9,868.35
	9	10,114.58
	10	10,367.72

	Range 32	
	Step	Monthly
Planner III	1	8,504.43
	2	8,716.08
	3	8,934.64
	4	9,157.35
	5	9,386.97
	6	9,622.13
	7	9,861.44
	8	10,109.05
	9	10,360.80
	10	10,620.86

	Range 33	
	Step	Monthly
Associate Civil Engineer	1	8,716.08
Project Manager	2	8,934.64
Senior Management Analyst	3	9,157.35
Parks & Facilities Superintendent	4	9,386.97
	5	9,622.13
	6	9,861.44
	7	10,109.05
	8	10,360.80
	9	10,620.86
	10	10,886.45

	Range 35	
	Step	Monthly
Recreation Division Manager	1	9,151.81
Finance Manager	2	9,381.44
Revenue Manager	3	9,615.21
Accounting Manager	4	9,855.90
Human Resources Manager	5	10,102.13
	6	10,355.27
	7	10,613.94
	8	10,879.53
	9	11,150.66
	10	11,430.08

	Range 36	
	Step	Monthly
Wastewater Treatment Superintendent	1	9,375.90
	2	9,609.68
	3	9,850.37
	4	10,096.60
	5	10,348.35
	6	10,607.03
	7	10,872.62
	8	11,145.13
	9	11,423.17
	10	11,709.51

	Range 37	
	Step	Monthly
Senior Civil Engineer	1	9,609.68
Government Operations Manager	2	9,850.37
	3	10,096.60
	4	10,348.35
	5	10,607.03
	6	10,872.62
	7	11,145.13
	8	11,423.17
	9	11,709.51
	10	12,001.38

	Range 38	
	Step	Monthly
Building Official	1	9,844.84
	2	10,091.06
	3	10,342.82
	4	10,601.49
	5	10,867.09
	6	11,138.21
	7	11,416.25
	8	11,702.59
	9	11,994.46
	10	12,294.64

	Range 41	
	Step	Monthly
Economic Development Manager	1	10,594.58
Deputy Director of Water and Environmental Management	2	10,860.17
Town Clerk/Public Information Officer	3	11,131.29
	4	11,409.33
	5	11,694.29
	6	11,987.55
	7	12,287.72
	8	12,594.81
	9	12,908.81
	10	13,231.12

	Range 43	
	Step	Monthly
Deputy Director of Operations	1	11,124.38
	2	11,402.42
	3	11,687.37
	4	11,980.63
	5	12,279.42
	6	12,586.51
	7	12,901.90
	8	13,224.20
	9	13,554.81
	10	13,893.71

	Range 44	
	Step	Monthly
Deputy Director of Engineering	1	11,395.50
	2	11,680.46
	3	11,973.71
	4	12,272.50
	5	12,579.59
	6	12,893.60
	7	13,215.90
	8	13,546.51
	9	13,885.41
	10	14,232.62

	Range 49	
	Step	Monthly
Administrative Services Director Human Resources Director	1	12,878.38
	2	13,200.69
	3	13,529.91
	4	13,868.81
	5	14,214.63
	6	14,570.14
	7	14,935.33
	8	15,308.81
	9	15,690.60
	10	16,083.45

	Range 50	
	Step	Monthly
Community Development Director Parks & Recreation Director	1	13,192.39
	2	13,521.61
	3	13,860.51
	4	14,206.33
	5	14,561.84
	6	14,925.64
	7	15,299.13
	8	15,682.30
	9	16,073.77
	10	16,474.92

	Range 52	
	Step	Monthly
Public Works Director	1	13,852.21
	2	14,198.04
	3	14,553.54
	4	14,917.34
	5	15,289.45
	6	15,672.62
	7	16,064.09
	8	16,465.24
	9	16,877.46
	10	17,299.36

	TMG	
	Step	Monthly
Town Manager	Min	18,000.00
	Max	22,500.00

* Unfunded positions do not appear on the salary schedule.